

**BY ORDER OF THE COMMANDER
HEADQUARTERS 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**



AIR FORCE PAMPHLET 36-107

**KIRTLAND AIR FORCE BASE
Supplement 1**

15 MAY 1998

Personnel

PERSONNEL AND POSITION ACTIONS

NOTICE: This publication is available digitally on the Kirtland Web site: <http://www.kirtland.af.mil>. If you lack access contact the Publishing Office (377 CS/SCSP).

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This supplement applies to all activities serviced by the Kirtland Air Force Base (KAFB) Civilian Personnel Flight (377 MSS/DPC).

AFPAM 36-107, 13 December 1993, is supplemented as follows:

6. Effective Date of Actions. Usually, change actions are effective the first day of the pay period after they are approved. A promotion may be delayed to afford an employee a within-grade increase, but the delay will not exceed the second pay period after the promotion has been approved. Final approval authority rests with the Civilian Personnel Flight (DPC). Such actions cannot be made effective retroactively so as to increase the right of the employee to compensation unless there is specific authority for the earlier date in law or statutory regulation. (Statutory regulations are direct implementations of statute and have the effect and force of law.)

8. (Added) Base Clearance . DPC will provide employees separating from Kirtland AFB with a copy of KAFB Form 238, **Civilian Clearance Record**, for use in clearing KAFB activities. KAFB Form 238 is stocked and issued by the Staffing Section only.

9. Form Prescribed : KAFB Form 238, **Civilian Clearance Record**.

STEVEN J. WITT, Lt Col, USAF
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